



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON FORT RICHARDSON  
600 RICHARDSON DRIVE # 6000  
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO  
ATTENTION OF:

APVR-RPA-CA (600-85a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY05 Unit Prevention Leader (UPL) Quarterly Update Training

1. The Fort Richardson Army Substance Abuse Program (ASAP) will host the following quarterly quality assurance classes for all **certified** primary and alternate UPLs:

Date	Location	Suspense Date	Time:
6 Dec 04	James Lee Reserve Ctr, Bldg 45-580	19 Nov 04	1330 - 1600
7 Mar 05	James Lee Reserve Ctr, Bldg 45-580	17 Feb 05	1330 - 1600
6 Jun 05	James Lee Reserve Ctr, Bldg 45-580	23 May 05	1330 - 1600
22 Aug 05	James Lee Reserve Ctr, Bldg 45-580	8 Aug 05	1330 - 1600

2. UPLs who are in need of re-certification must attend the quarterly update class **PRECEDING** their certification expiration date in order to be able to sit for the re-certification exam. The re-certification examination will be administered at the conclusion of each quarterly update class.

3. Training will be provided on a variety of issues, such as but not limited to, urinalysis quality control measures, the drug testing program, lessons learned, unit SOP models, unit prevention plan development and unit lesson plan format.

4. Please submit a memorandum with the name, rank, unit, date and time of attendance for each attendee. Telephonic or faxed requests will be accepted.

5. The points of contact are Mr. Aaron Harrop, Prevention Coordinator at 384-1411 or SGT Lynnette Mack, Alternate IBTC, at 384-1416 or FAX 384-3784.

DAVID L. SHUTT  
LTC, AR  
FRA Garrison Commander

DISTRIBUTION:  
A (FRA only)